

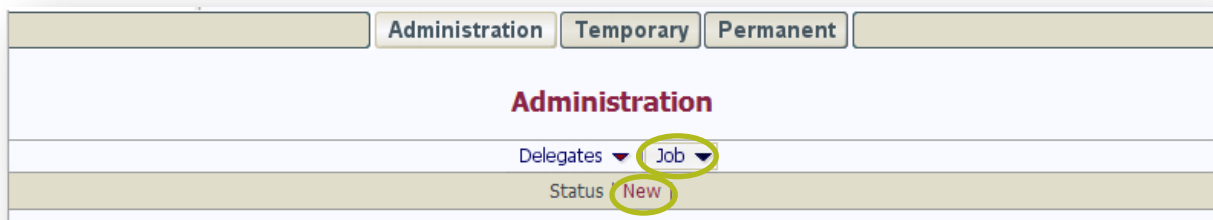
# User Guide

## Raising a role

## How to raise a role

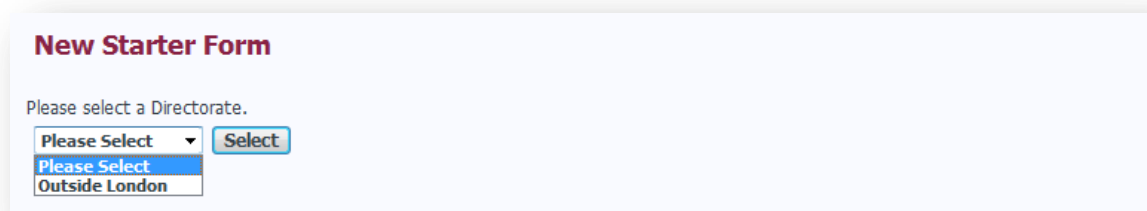
1. To raise a role, select the **Administration** tab from the menu bar at the top of your screen.
2. You are then taken to the **Administration overview** page.
3. To raise a role, select **Job** which will produce a new toolbar. From this, select **New** (Figure 1).

Figure 1



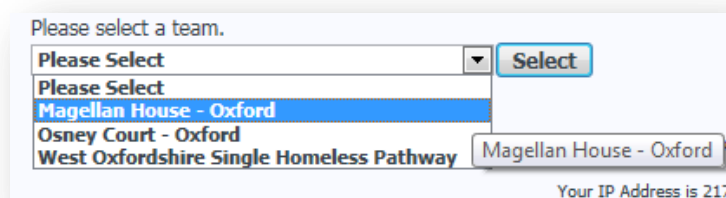
4. A **New Starter** form appears. From this page, you are able to select a job template from the dropdown box that will best fit your position.
5. Select a Directorate from the dropdown and click **Select** – you will only have available options that are relevant to your area (Figure 2).

Figure 2



6. Select a Team from the dropdown and click **Select** (Figure 3).

Figure 3



7. Select a Job Title from the dropdown and click **Select** (Figure 4).

**Established roles** will appear in the dropdown. If a role you are want to raise does not appear –select **Non Established Post**. Your role will be submitted for approval by **the Director and HR**. For further information, please refer to the Temporary Recruitment Flowchart.

Figure 4

Please select a Job title from the following list.

SPWK095 - Senior Project Worker - Tina Roberts	▼	Select
Please Select		
Non Established Post		
Magellan House		
SPWK095 - Senior Project Worker - Tina Roberts		

8. Select which **recruitment type** you would like to recruit (Figure 5).

**Figure 5**

I would like to recruit a

Please Select	▼
Please Select	
Temporary Worker	
Permanent or fixed term worker	

confirm

cancel

9. Once you are happy with your selections, press the **Confirm** button.
10. You are then taken to the **New Starter Form** page (Figure 6).

Figure 6

Administration	
Delegates ▼   Job ▼	
Status   New	
<b>New Starter Form</b>	
Recruitment type : Temporary worker	
Job Title : [New Post] Senior Project Worker	
Directorate : Outside London	
Team : Magellan House - Oxford	
Cost Centre :	
Please note that if cost centre details are incorrect then please comment in the 'any other' box below.	
Job location : Magellan House	
Additional information required.	
Template : Please select ▼	
Start Date : ( dd-mm-yyyy )	
End Date : ( dd-mm-yyyy )	
Please provide a job description;	
<div></div>	
CRB Checks : <input checked="" type="radio"/> Not Required <input type="radio"/> Standard Checks <input type="radio"/> Enhanced Checks	
On call Role : <input checked="" type="radio"/> Not Required <input type="radio"/> Required	
Driving Licence : <input checked="" type="radio"/> Not Required <input type="radio"/> Required	
Access to car for work : <input checked="" type="radio"/> Not Required <input type="radio"/> Required	
Reason for vacancy : Please Select ▼	
Work Pattern : E.G. Weekend working, shifts. . .	
Any Other : <div></div>	
Retrospective Recruitment : <input type="checkbox"/> Please read this document for rules around retrospective recruitment.	
Fast Track Position : <input type="checkbox"/> Please read this document for rules around fast track recruitment.	
Please note that once submitted the form will go directly to H.R. and be reviewed to ensure it is within StMungos standard terms.  Please add any additional requirements which may fall outside of the current role profile or StMungos standard terms to the 'any other' box for HR to review.	
<div>Cancel Request</div> <div>Submit to HR for approval</div>	
Please note as a security measure you will be logged out after 60 minutes of inactivity.  Your IP Address is 217.33.140.133	

11. You will need to complete this form – please ensure you fill in the following details

- Template (using your background rates)
- Start and End dates
- Job description
- CRB Checks
- On call Rota
- Driving License
- Access to car for work
- Work pattern
- Any other information you wish to include

12. **Retrospective Recruitment** – when a role has been filled out of hours by an external agency. To notify PPS of a retrospective recruitment, **select the tick box within the Retrospective Recruitment tab**. A dropdown tab will appear (Figure 7).

**Figure 7**

Retrospective Recruitment :	<input checked="" type="checkbox"/> Please read this document for rules around retrospective recruitment.
Candidate Name :	<input type="text" value="Joe Bloggs"/>
Supplier :	<input type="text" value="Catch 22"/>

13. Enter the name of the candidate **who filled the role** – PPS will upload the candidate to their system

14. Select the supplier from which the candidate was supplied from, using the dropdown – PPS will then contact the supplier on your behalf.

15. **Fast Track** – if a role needs to be filled within a day (e.g. within 3 hours), it can be fast-tracked through the approval process. The role will skip HR approval and be sent directly to PPS who will begin sourcing immediately. To fast track a role, **select the tick box within the Fast Track tab** (Figure 8).

**Figure 8**

Fast Track Postition :	<input type="checkbox"/> Please read this document for rules around fast track recruitment.
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16. If you are happy with your selections, press **Submit to HR for approval**. An established role will be approved by HR, whilst a non-established post will require approval from the Director and HR.

17. To cancel your request, select **Cancel request**.

18. You are then taken to the Administration page (**Figure 9**).

**Figure 9**



The screenshot displays a web interface titled "Administration". Below the title, there are two dropdown menus labeled "Delegates" and "Job". A horizontal bar with a gold background contains the text "Status | New |". The main content area features a red message: "Your new bid starter form has been successfully entered onto the system and will now proceed through the authorisation process."

Administration	
Delegates ▼	Job ▼
Status   New	
<b>Your new bid starter form has been successfully entered onto the system and will now proceed through the authorisation process.</b>	